

## **ADMINISTRATIVE REVIEW OF EXAMINATION FAILURE FOR APPLICANTS THAT HAVE GRADUATED FROM BEAUTY CULTURE SCHOOL**

Please be advised that if you desire administrative review of this licensure denial, you must file a written petition for review at the above address with the State Board of Cosmetology and Barber Examiners stating the reason for the review. As the petitioner, you would have the burden of proving in an administrative hearing that the decision to deny licensure was incorrect. If you do not file a petition for review, this action will be final.

If you file a petition for review, it must be filed in the board office no later than eighteen (18) days from the above stated date unless such date is a Saturday, Sunday, legal holiday under state statute or day that the Professional Licensing Agency's offices are closed during regular business hours in which case, the deadline would be the first day thereafter that is not a Saturday, Sunday, legal holiday under state statute or day that the Professional Licensing Agency's offices are closed during regular business hours. If you do so, your petition for review will be granted and an administrative proceeding will be conducted by an administrative law judge of the State Board of Cosmetology and Barber Examiners. Once the board grants your petition, you will be required to re-visit the test center to review your failed examination questions. There will be an additional fee to schedule the examination review. A hearing will be scheduled for you to attend to make your argument as to why you believe you should have passed the examination rather than failed. The administrative review process will take an average of four months to complete.